

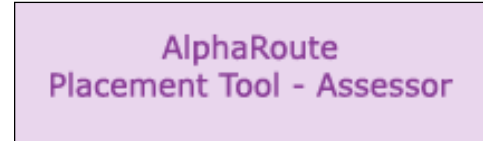
Module 2: Register as an assessor in the APT



TASK 1: Register as an AlphaRoute Placement Tool (APT) assessor

Step 1: Click on the AlphaRoute Placement Tool – Assessor button

- This should take you to the **Assessor Login** screen
- If you encounter problems opening the **Assessor Login** screen, make sure you don't have a pop-up blocker turned on. Refer to [Tech Tip: Pop-up blockers and the AlphaRoute Placement Tool](#) for more information.



Step 2: Fill in the Assessor Login screen

- Create an **Assessor Name** (it is case sensitive) for yourself or for a group of assessors and record it in the [My AlphaRoute Access](#) document
- Fill in your **Assessor Name**, **APT Centre Code**, and **Password**



User Tip: Change Password feature

The password can be changed using the **Change Password** button on the **Assessor Login** screen, but please note there is only one password per agency. If you change your agency's password, share it with all other assessors at your agency, or else they will not be able to log in. Please do not change the password unless it is necessary.



User Tip: Another way to access to the AlphaRoute Placement Tool – Assessor button

You can access the **AlphaRoute Placement Tool – Assessor** button not only through the AlphaRoute Web site (as explained in [Module 1](#)), but also through the AlphaRoute Resources Web site:

- Go to www.resources.alpharoute.org
- Under **Register**, click on **GO**
- Fill in your agency **Centre's Code** and **Password**
- Click on the **Enter** button





TASK 2: Learn to navigate from the Assessor Login area

Assessor Login
Please fill in all fields

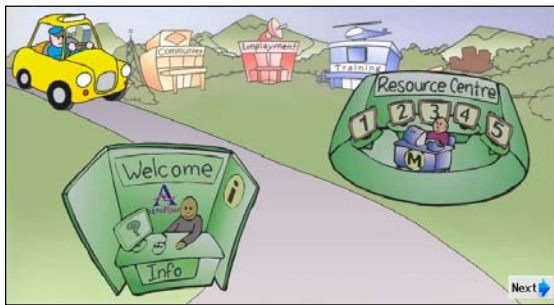
Assessor Name:

Centre Code:

Password:

The APT Home button

- The **APT Home** button takes you to the **Welcome** page of the AlphaRoute Placement Tool and, after clicking **Next**, to the student login screen
- You will need to have registered a practice learner to go further – proceed to **Module 4: Register learners in the APT** for more information



To start, please type in the User Name and Centre Code that your assessor gave you, then click the 'Start' button below.

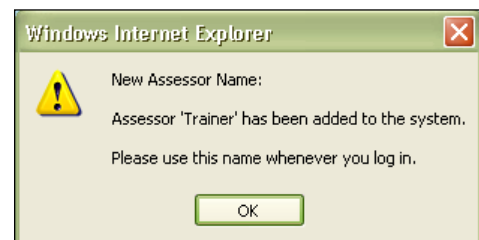
User Name:

Centre Code:

Your AlphaRoute user name and password does not work here.
Talk to your mentor if you want to try this assessment.

The Continue button

- The **Continue** button takes you to the **APT Student Management Area** where you can register learners to access the APT – proceed to **Module 4: Register learners in the APT** for more information
- Please note that the first time you register as an assessor a validation screen will confirm your registration – click on **OK** to continue



Have any questions?

Call Ian de Souza at 1-800-788-1120 extension 129 or email your questions to arsupport@alphaplus.ca.